

HEALTH PROJECT COORDINATOR

Adolescent Community Health Program (ACHP)

City of Milwaukee Health Department

The Milwaukee Health Department (MHD), a leader in assuring that Milwaukee is the healthiest city in the nation, has an immediate opening for a talented project manager. The Adolescent Community Health Program is designed to develop and implement appropriate methods to improve health outcomes of the school age population.

This position will provide day-to-day coordination of community based teen pregnancy reduction program activities. The Health Project Coordinator will recruit retail, community organizations and entertainment partners that serve youth; recruit and manage a volunteer workforce to distribute materials to community sites; and recruit, organize, train and manage teen mentors.

Essential functions:

Community Collaboration

Recruit, establish and maintain relationships with multiple organizations, businesses, and entertainment venues that serve teens. Establish connections and collaborations among community partners. Recruit volunteers from multiple settings. Identify and recruit teen mentors. Establish relationships with organizers of community events, concerts and festivals.

Program Coordination and Administration

Obtain and maintain written partner agreements. Research and negotiate volume discounts with condom vendors. Place supply orders and coordinate printing of materials. Coordinate and select media placement. Develop processes to coordinate distribution of materials and supplies. Coordinate representation at community events. Recruit volunteers. Organize and deliver supplies to approximately 70 community sites. Maintain electronic inventory to track and monitor supplies and deliveries. Manage, recruit, and coordinate a sufficient volunteer workforce to package 13,000 – 15,000 safe sex packets per month.

Program Management

Enroll community partners in the “No Condom, No Way!” campaign. Obtain partner agreements. Provide oversight, support and training for teen peer mentors and volunteer workforce. Develop and maintain a database to track agencies, volunteers, training and supplies. Monitor expenditure of flexible funds. Recruit teens representative of the Milwaukee community to serve as teen mentors. Work with Planned Parenthood or other facilities to provide mentor training. Evaluate teen mentor skills to ensure use of standardized methods. Collaborate with multiple organizations that work with teens to engage their support of teen pregnancy prevention services. Monitor program outcomes and prepare program reports. Assist with grant writing to secure continued program funds.

Minimum Requirements:

1. Bachelor's Degree in Health Administration, Business Administration, Social Work, or related field from an accredited college or university;
2. Two (2) years of related experience in coordinating projects, working with teen pregnancy issues or other experience closely related to the essential functions above.
3. Experience in working with non-traditional community outlets, social services agencies, entertainment venues, and community gathering locations that serve youth is desirable.
4. Valid Driver's license and availability of a properly insured personal automobile for use on the job at time of appointment and throughout employment.
5. Residency in the City of Milwaukee within six months of appointment and throughout employment.

Note: Equivalent combinations of education and experience may be considered.

Knowledge, skill and ability requirements:

- Project management skills
- Written communication skills.
- Presentation skills.
- Planning and organizing skills.
- Math skills including the ability to calculate proportions and percentages.
- Reasoning ability.
- Knowledge and ability to work with Microsoft Word, Excel and Access.
- Ability to build and maintain good working relationships with a multi-cultural, multi-disciplinary staff, the public, the media, various City of Milwaukee officials, and other agencies.
- Ability to provide services in a culturally sensitive manner.

THE CURRENT SALARY RANGE (004) IS \$42,478 to \$59,468 annually.

#06-089—CKS (SM)

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